

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FI-2546

For: State and County Offices

County Office Originating Office Numbers (OON's)

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Beginning October 1, 2002, a pilot program will be implemented in 24 States to use the OnLine Travel System (OnLine) to prepare non-Federal County Office employee travel documents.

The National Finance Center (NFC) mandates that OON's be used when processing travel via OnLine.

B

Purpose

This notice provides pilot program participants with OON guidance.

C

**Labor
Management
Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date

October 1, 2003

Distribution

State Offices; State Offices relay to County
Offices

2 Action

A Number of OON's

Each State that will participate in the pilot program had to decide to use one OON for either of the following:

- for County Office temporary duty location (TDY) travel processing
- per County Office to process County Office TDY travel.

Some State Offices wanted to use the OON that had been established when County Office relocation processing at NFC began.

Example: Oklahoma's OON would be "XCCECE0040".

Other States wanted to use County Office OON's that they had established.

After much discussion, it was determined that:

- each State could decide whether to use one or many OON's
- some States wanted an OON number that would exactly match their State and county code.

Example: OON for Payne County, Oklahoma would be "XECE401190".

FMD has worked with NFC and determined that State and county code specific OON's could not be established by NFC before the October 2002 pilot program implementation. Therefore, all States that will participate in the pilot program will use either the County Office OON's already established for that State or establish new OON's.

Per a discussion with NFC, State and county code specific OON's could be available for the beginning of FY 2004. At that time, all State and County Offices that want to use State and county code specific OON's could move to the new OON's effective October 1, 2003.

See Exhibit 1 for a current list of County Office OON's.

Continued on the next page

2 Action (Continued)

B

OON Format

The present County Office format is as follows.

- “XC” is the Department code for County Offices.
- “CE” is the Agency code for County Offices.
- “CE” is the Servicing Agency code for County Offices.
- “00” is the place holders that must be included as part of OON.
- “XX” is the numeric State code.

Exhibit 1 contains State-by-State OON’s to be used for County Office travel.

If a State Office would like additional OON’s for their County Offices, then the State Office may submit AD-956 (Exhibit 2) directly to NFC through the address at the bottom of the form. If needed, State Offices may receive a copy of AD-956 from the Computer Security Staff. NFC will assign the County Office OON number. Once NFC has notified the State Office of the new OON, the State Office must request access to the new OON from the Computer Security Staff through FSA-13D.

Exhibit 2 contains a copy of page 211 of the NFC Travel Guide which shows AD-956.

C

Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
County Offices	State Office
State Offices	EDSO
EDSO	FMD, ATPS at 703-305-1408

County Office OON's

County Office OON's					
State	OON	State	OON	State	OON
Alabama	XCCECE0001	Louisiana	XCCECE0022	Ohio	XCCECE0039
Alaska	XCCECE0002	Maine	XCCECE0023	Oklahoma	XCCECE0040
Arizona	XCCECE0004	Maryland	XCCECE0024	Oregon	XCCECE0041
Arkansas	XCCECE0005	Massachusetts	XCCECE0025	Pennsylvania	XCCECE0042
California	XCCECE0006	Michigan	XCCECE0026	Puerto Rico	XCCECE0043
Colorado	XCCECE0008	Minnesota	XCCECE0027	Rhode Island	XCCECE0044
Connecticut	XCCECE0009	Mississippi	XCCECE0028	South Carolina	XCCECE0045
Delaware	XCCECE0010	Missouri	XCCECE0029	South Dakota	XCCECE0046
Florida	XCCECE0012	Montana	XCCECE0030	Tennessee	XCCECE0047
Georgia	XCCECE0013	Nebraska	XCCECE0031	Texas	XCCECE0048
Hawaii	XCCECE0015	Nevada	XCCECE0032	Utah	XCCECE0049
Idaho	XCCECE0016	New Hampshire	XCCECE0033	Vermont	XCCECE0050
Illinois	XCCECE0017	New Jersey	XCCECE0034	Virginia	XCCECE0051
Indiana	XCCECE0018	New Mexico	XCCECE0035	Washington	XCCECE0053
Iowa	XCCECE0019	New York	XCCECE0036	West Virginia	XCCECE0054
Kansas	XCCECE0020	North Carolina	XCCECE0037	Wisconsin	XCCECE0055
Kentucky	XCCECE0021	North Dakota	XCCECE0038	Wyoming	XCCECE0056

AD-956, Request for OON Action

Title II, Chapter 2, Section 1
Travel System (TRVL)

Exhibit 26

Form AD-956, Request For Originating Office Number Action

REQUEST FOR ORIGINATING OFFICE NUMBER ACTION

Block 1, Type Action. Enter the appropriate 1-position, alpha action code.

R = Request. This code is used to request an originating office number (OON) from the National Finance Center (NFC) and to establish the related agency data in the OON file.

C = Change. This code is used to change or correct the address, accounting station, and telephone number of an existing originating office location.

D = Delete. This code is used to delete an OON and related data from the file.

Block 2, System Code. Enter the appropriate 2-position system indicator for the system which the OON will be utilized.

61 = Travel System

68 = Miscellaneous Payments System

Block 3, Effective Date. Enter the effective date of the action.

Originating Office Number.

Block 4, Department Code. Enter the 2-position, alpha department code (e.g., AG = Department of Agriculture).

Block 5, Agency Code. Enter the 2-position, alphanumeric code.

Block 6, Servicing Or Agency Specified Code. Enter your 2-position, alphanumeric agency code, or agency specified code.

Block 7, NFC Assigned Or Agency Specified Number. If you entered:

Action Code R, leave blank if NFC assigned. Enter code if agency specific.

Action Code C or D, enter the 4-position, numeric code that was assigned to the originating office location.

Block 8, Certifying Officer Number (Action Code R only). Blocks 8 through 17. For use in the Miscellaneous Payments System, enter the 10-position Certifying Officer number that corresponds to the OON being established.

New, Old. If you entered:

Action Code R, complete New to identify the agency office that is to be assigned an OON. Leave Old blank.

Action Code C, complete New to show the new agency address, accounting station, and telephone number. Enter the old agency address, accounting station, and telephone number in Old.

Action Code D, leave New blank. Complete Old to identify the agency and related data that is to be deleted.

Blocks 18 and 25, Agency Name. Enter the name of the agency (maximum of 35 positions).

Blocks 19 and 26, Accounting Station Code. Enter the 4-position, number accounting station code.

Blocks 20 and 27, Agency Address. Enter the street or PO Box address (maximum of 35 positions).

Blocks 21 and 28, City. Enter the city name (maximum of 15 positions).

Blocks 22 and 29, State. Enter the 2-position, alpha state code.

Blocks 23 and 30, ZIP Code. Enter the 5- or 9-position, ZIP Code.

Blocks 24 and 31, Telephone Number. Enter the area code and telephone number of the agency office identified above.

Block 32, Authorized Signature and Title. Must be signed before NFC will process the transaction.

ACTION CODES			FOR NFC USE ONLY		
R = Request	C = Change	D = Delete			
1. TYPE ACTION (1)	2. SYSTEM CODE (2)	3. EFFECTIVE DATE MONTH (2) DAY (2) YEAR (2)	ORIGINATING OFFICE NUMBER		
			4. DEPARTMENT CODE (2)	5. AGENCY CODE (2)	6. SERVING OR AGENCY SPECIFIED CODE (2)
7. NFC ASSIGNED OR AGENCY SPECIFIED NUMBER (4)					
CERTIFYING OFFICER NUMBER (System indicator 68 only) (10)					
8.	9.	10.	11.	12.	
13.	14.	15.	16.	17.	
NEW			OLD		
18. AGENCY NAME (35)			19. ACCOUNTING STATION CODE (4)		
20. AGENCY ADDRESS (35)			21. AGENCY ADDRESS (35)		
22. CITY (15)		23. STATE (2)	24. ZIP CODE (5 or 9)		
25. TELEPHONE (Area Code and Number) (10)		26. TELEPHONE (Area Code and Number) (10)			
27. AUTHORIZED SIGNATURE AND TITLE					

FORM AD-956 (Revised 6/94)

MAIL
TO ►

USDA NATIONAL FINANCE CENTER
ASCS DATA CONTROL UNIT
PO BOX 60000
NEW ORLEANS LA 70160

Use Of
Window Envelope
Is Optional

Updated 4/3/02

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